

COMMONWEALTH OF VIRGINIA  
**WORKFORCE INVESTMENT ACT**  
VIRGINIA EMPLOYMENT COMMISSION

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**FIELD GUIDANCE MEMORANDUM #01-03**

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**TO:** LOCAL WORKFORCE INVESTMENT BOARDS

**FROM:** WIA UNIT

**SUBJECT:** MEMORANDA OF UNDERSTANDING GUIDELINES

**DATE:** SEPTEMBER 17, 2001

**ATTACHMENT:** [VIRGINIA MEMORANDUM OF UNDERSTANDING GUIDE](#)

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The Workforce Investment Act (WIA) emphasizes the significance of a detailed Memorandum of Understanding (MOU) and its impact on the successful implementation of one-stop service delivery. The purpose of this memo is to provide technical assistance regarding the provisions required by WIA to be included in an MOU.

WIA encourages full and effective partnerships among Local Workforce Investment Boards (LWIBs), Chief Local Elected Officials (CLEOs) and One-Stop partners. As described in 20 CFR Part 662.300(a), an MOU is a required agreement developed and executed between the LWIB, with the agreement of the CLEO, and the required partners relating to the operation of the One-Stop delivery system in the local area.

According to WIA 121(c)(2), an MOU *must* minimally contain detailed descriptions of the following provisions: (a) the services to be provided through the One-Stop delivery system (including method and site of delivery), (b) how the costs of such services and operating costs of the system will be funded, (c) methods for referring individuals between the One-Stop operators and the One-Stop partners, for the appropriate services and activities and, (d) the duration terms of the MOU and procedures for amending the MOU. Additional provisions, that are consistent with the requirements of WIA Title I and have been agreed upon and determined appropriate by the partners, may also be included in the MOU.

If any LWIB fails to execute an MOU with each of the required partners, the LWIB will not be eligible for State Incentive grants awarded on the basis of local coordination of activities under 20 CFR 665.200(d)(2). Although WIA only mandates MOU with required partners, the WIA Unit strongly encourages that MOU with optional partners also be developed as a good business practice.